

OSA 0316-64

15 January 1964

MEMORANDUM FOR: All Staff, Branch, and Division Chiefs,
Office of Special Activities

SUBJECT: Coordination with the Office of the
Assistant Director, OSA

1. I feel it is again necessary to state my policy on the topic of correspondence originating within OSA and intended for individuals or elements external to OSA.

2. All written correspondence addressed to individuals or organizations outside this Office will be prepared for my signature. I shall expect Deputies for Field Activities and Technology to exercise their judgment in determining whether or not I should personally sign a given piece of correspondence. By way of guidance, I desire to personally review and sign that correspondence which bears on the creation or change of office policy. I also wish to review and sign all correspondence that in any manner suggests or involves controversy or in any manner bears on "contentious" issues. If there is any doubt or question over whether or not I should see certain correspondence before it leaves the office, then I would prefer that supervisors refer such correspondence to me. The preceding guidance also pertains to cable and dispatch traffic.

3. I shall also expect that all such correspondence will be fully and properly coordinated before it reaches me.

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DOCUMENT NO. _____
NO CHANGE IN CLASS. **X**
CLASS. BY: _____
NEXT REVIEW DATE: **20 11**
AUTH: **HR 10-2**
DATE **30/11/81** REVIEWER: **064540**

JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

SECRET